Documents Required For Program Evaluation

for all months to be reviewed	
Administrati	ive Documents
	CACFP Agreement, Application, Management Plan, Facility Applications, Budgets, Free/Reduced Price Policy Statement, Annual Update
	CACFP Administrative Manual
	Current State License, or Alternate License documentation if approved by USOE (fire, health, and self-certification check list)
Claim Verific	cation Records - records filed by month
	Menus
	Meal production records, both planned and amount actually prepared (all meals served, whether claimed for reimbursement or not)
	Infant Meal Records for all children under age one and amount actually served for each required component
	CACFP Infant Meals and/or Formula Waiver on file as needed
	Daily point-of-service meal count records and totals
	Doctor's statement of disability or Medical Authority for meal pattern substitutions
	Enrollment records for each child in care
	Attendance or sign in/out records for all children claimed
	Income Eligibility Forms and sample of instructions for each child enrolled and claimed as Free or Reduced Price; recommend to file in a binder, alphabetically according to Free or Reduced Price
	Master list of all enrolled children for <u>each</u> month reviewed (copies for reviewer to keep). Master list to include benefit category, IEF renewal date, ethnicity and race
	For Profit Center Eligibility- 25% participation must be documented by enrollment or license capacity, whichever is less, by: 1) Free and Reduced Price applications; or 2) Title XX. You may not combine free and reduced applications with Title XX to
	make up the 25%. Food Service Contract for meals prepared from an outside source along with delivery/transportation receipts
Records Mai	intenance
	Proof of maintenance of CACFP documentation for previous three years (reviewer will request document(s) from prior year)
	Copies of claims and payment warrants
Training	
	Dated agendas and sign-in sheets which document: 1) Required annual Civil Rights
_	training for all staff and 2) Training of key institution or facility staff on key CACFP topics—at least annually for existing staff; upon hire for new staff
	Proof of key personnel attendance at required USOE training/workshops
Civil Rights	
	"And Justice for All" poster prominently displayed, Building for the Future and WIC
	flyers prominently displayed or supplied to parents upon child's enrollment Ethnic and racial information collected and compiled at least annually
Financial - re	ecords filed by month
	Record of monthly Food Program expenses (ledger)
	Dated, itemized receipts/invoices for all food & non-food Program purchases Documentation of staff hours and salary when participating in food service

Additional Sponsor Records

Site monitoring documentation (three times a year for all institution types)
5-day claim reconciliation as part of each facility review